

STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES

DIVISION: Highways & Aviation, Maintenance & Operations		PCN: 25-3467 (Position Description Attached)	
JOB CLASS/TITLE: Equipment Operator, Journey I/II/III Flex		WHEN POSITION IS NEEDED: ASAP	
FLEXIBLY STAFFED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO			
WAGE GRADE: 54/ \$24.05, 53/ \$25.49, 52/ \$27.16		DUTY STATION: Yakutat	
<input checked="" type="checkbox"/>	Permanent Full-Time	<input type="checkbox"/>	Permanent Full-Time Seasonal
<input type="checkbox"/>	Permanent Part-Time	<input type="checkbox"/>	Permanent Part-Time Seasonal
<input type="checkbox"/>	Non-Perm Full-Time	<input type="checkbox"/>	Non-Perm Part-Time

CDL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO <input type="checkbox"/> At time of hire / <input checked="" type="checkbox"/> Within 90-days of hire TYPE OF CDL: Class A ENDORSEMENTS: N-Tanker FIREARMS REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	WORK SCHEDULE: 4 day / 40 hr week TRAVEL REQUIRED: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO
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PRE-EMPLOYMENT BACKGROUND CHECK: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO Type: CDL history check DRUG/ALCOHOL TESTING: <input checked="" type="checkbox"/> YES / <input type="checkbox"/> NO	COMMENTS/SPECIAL REQUIREMENTS:
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CANDIDATE MUST BRING TO INTERVIEW: <input checked="" type="checkbox"/> Completed Workplace Alaska Application (if not already submitted to the hiring manager by Local 71) <input checked="" type="checkbox"/> Completed Certification of Employment as a Commercial Motor Vehicle Operator 10-year history form <input checked="" type="checkbox"/> Criminal Convictions: Must provide a copy of the judgement from the Court for <u>any</u> Felony Conviction (regardless of date) and any Misdemeanor Conviction within the last 5 years. For positions requiring APSIN* clearance, must provide judgement for <u>all</u> convictions regardless of date. <input checked="" type="checkbox"/> Copy of certifications and licenses <input type="checkbox"/> Other:
<i>Note: Candidates who do not bring the required information to the interview may be rejected.</i>

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STATE OF ALASKA

Position Description

Class Title:

Equipment Operator -
Lead/Journey III

**Position Control
Number (PCN): 253467**

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Lead/Journey III	Title Code: PL0305	Grade: 52
	Salary Schedule: 2EE	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code:	LL
Department: Transportation & Public Facilities	Department Number:	25
Division: Southcoast Region Highways and Aviation		
Region/Section/Unit: SR H&A, Maintenance and Operations, Southeast District		
Location: Yakutat	Location Code:	CSA
Time Class: Full Time/OMB Authorized	Seasonal Code: FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No	Strike Class:	3
Position requires possession of a Commercial Drivers License (CDL):		Yes
Position requires possession of, or access to, firearms or ammunition:		Yes

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Performs airport and highway maintenance at a State maintenance station that includes a rural Part 139certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of highways and airports.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Airport, Highway and Bridge Maintenance		
E/M	% of Time	Duty Statement
E	40 %	Performs highway maintenance, including: snow and ice control, blading, pavement repair, pavement painting and striping, traffic control, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage installation and repair, guard rail and fence installation and repair, equipment maintenance and repair, and other maintenance duties as assigned. Operate heavy equipment associated with these tasks, including light duty trucks, dump trucks, plow trucks with sanders or distributors, loaders, graders and sweepers.
E	30 %	Performs airport maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, and drainage installation and repair, fence installation and repair, equipment maintenance and repair, and other maintenance duties as assigned. Operate heavy equipment associated with these tasks, including light duty vehicles, Aircraft Rescue and Fire Fighting (ARFF) trucks, dump/plow trucks, sweepers, blowers, distributor trucks, graders and loaders.
E	15 %	Performs ARFF duties in support of Part 139 operations. Perform ARFF stand-by duties, complete annual ARFF certification and medical evaluation/fit test requirements, and participate in ARFF training at station level. Maintain ARFF personal and crew equipment.
E	10 %	Performs runway inspections; note and correct deficiencies. Ensure runways meet FAA certification standards in advance of Part 139 operations. Communicate with Flight Service Station by radio, issues Notice to Airmen (NOTAM) when required. Conduct and report friction measurements on airport. Perform wildlife management duties, including proper identification of common species of wildlife and implementation of approved hazing methods. Report wildlife activity and hazing actions as required.
E	5 %	Performs airport security duties as required by Airport Security Program (ASP). Conduct security inspections of airport, including movement areas, Security Information Display Area (SIDA), fences and gates.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

- Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

-Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

- Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

-Radios, daily.

-Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

-FAA Part 139; FAA Advisory Circulars

-TSA Part 1542

-Airport Certification Manual

-Airport Security Program, Airport Emergency Control Plan

-National Fire Code, NFPA, and International Fire Service Training Manual

-Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

-Identify deficiencies on airport or highway and determine corrective action, including methods, materials,

and equipment.

-Issue NOTAMs identifying hazards or unusual conditions.

-Identify wildlife on airport and determine appropriate hazing actions, in accordance with wildlife permits and wildlife hazard management plan.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

- Daily contact with FAA to report runway conditions.

- Contact with the public on a daily basis to assist with their needs.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services.

Errors could also result in damage to equipment or highway or airport infrastructure.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Communication plays a large role in the completion of work objectives. The incumbent must be able to communicate clearly and most specifically using radio systems to communicate with coworkers. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

Class A CDL with N-Tanker required per 49 CFR Part 383.23

Possession of Firearms

If incumbent is being flexed from an Equipment Operator Journey II to and Equipment Operator Journey III, incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully complete employer provided aircraft rescue firefighting (ARFF) training, demonstrate ARFF competencies.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs		P		
Driving cars, light duty trucks				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms				F

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water				F
Work/live in remote field sites		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)		P		
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)		P		
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)				F
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings			O	
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Environmental Conditions and Physical Requirements may consist of and/or exposure to: various traffic conditions, inclement weather conditions, paints and chemicals, moving vehicles, equipment, machinery and tools, vibration, insects and wildlife, noise, dust, mud, and fumes. Medium to heavy physical exertion. Possible exposure by duty station assignment to: risk of avalanche, heights, trenches and steep slopes, water and ice.



STATE OF ALASKA

Position Description

Class Title:
Equipment Operator - Journey II

**Position Control
Number (PCN):** 253467

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Journey II	Title Code: PL0304	Grade: 53
	Salary Schedule: 2EE	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Southcoast Region Highways and Aviation		
Region/Section/Unit: SR H&A, Maintenance and Operations, Southeast District		
Location: Yakutat	Location Code: CSA	
Time Class: Full Time/OMB Authorized	Seasonal Code: FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		Yes
Position requires possession of, or access to, firearms or ammunition:		Yes

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Performs airport and highway maintenance at the State maintenance station that includes a rural Part 139 certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of highways and airports.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Aripport & Highway Maintenance		
E/M	% of Time	Duty Statement
E	80 %	Perform airport and highway maintenance, including: snow and ice control, blading, pavement repair, pavement marking, sweeping, lighting repair, sign installation and repair, brushing and mowing, ditching, sloping, drainage installation and repair, fence installation and repair, equipment maintenance and repair and other maintenance duties as assigned. Operate heavy equipment associated with these tasks; including light duty vehicles, dump/plow trucks, sweepers, blowers, distributor trucks, graders and loaders.

Functional Area Title: Airport Inspection & Wildlife Management		
E/M	% of Time	Duty Statement
E	20 %	Perform runway inspections; note and correct deficiencies. Ensure runways meet FAA standards in advance of aircraft Operations. Communicate with Flight Service Station by radio, issue NOTAMS when required. Conduct and report friction measurements on airport. Perform wildlife management duties, including proper identification of common species of wildlife and implementation of approved hazing methods. Report wildlife activity and hazing actions as required.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

Use Maintenance Management System (MMS).

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

Radios, daily.

Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

FAA Part 139; FAA Advisory Circulars

TSA Part 1542

Airport Certification Manual

Airport Security Program, Airport Emergency Control Plan

National Fire Code, NFPA, and International Fire Service Training Manual

Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

The incumbent will work under the supervision and at the discretion of a foreman however will be able to make decisions on the job and have the independence in some/most cases to complete the task or work assignment without full or constant supervision. The incumbent may be asked to be a "lead" or lead co-workers in the completion of a task or maintenance activity.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with FAA to report runway conditions.

Contact with the public on a daily basis to assist with their needs.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services. Errors could also result in damage to equipment or highway or airport infrastructure. Consequences of errors may hinder the completion of work objectives. Errors may also jeopardize the safety of the incumbent, coworkers or the public.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

Communication plays a large role in the completion of work objectives. The incumbent must be able to communicate clearly and most specifically using radio systems to communicate with coworkers. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

At time of appointment, incumbent must have a Class A CDL with Tanker endorsement. Management may require incumbent to obtain a HazMat, but is not required at time of appointment.

If incumbent is being flexed from an Equipment Operator Journey I to and Equipment Operator Journey II, incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully passing the WG 53 testing requirements.

If incumbent is being flexed from an Equipment Operator Journey II to and Equipment Operator Journey III,

incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully complete employer provided aircraft rescue firefighting (ARFF) training, demonstrate ARFF competencies.

Successfully complete all pre-employment requirements for Commercial Driver's License (CDL) and safety-sensitive positions. This includes background check and pre-employment drug testing. Upon appointment, incumbent is subject to random drug and alcohol testing in accordance with policy.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs		P		
Driving cars, light duty trucks				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms				F

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water				F
Work/live in remote field sites		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)		P		
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)		P		
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)				F
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings			O	
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Environmental Conditions and Physical Requirements may consist of and/or exposure to: various traffic conditions, inclement weather conditions, paints and chemicals, moving vehicles, equipment, machinery and tools, vibration, insects and wildlife, noise, dust, mud, and fumes. Medium to heavy physical exertion. Possible exposure by duty station assignment to: risk of avalanche, heights, trenches and steep slopes, water and ice.



STATE OF ALASKA

Position Description

Class Title:
Equipment Operator - Journey I

**Position Control
Number (PCN):** 253467

Recruitment Type: Flexibly Staffed

1. Position Control Information

Class Title: Equipment Operator - Journey I	Title Code: PL0303	Grade: 54
	Salary Schedule: 2EE	
Bargaining Unit: Labor, Trade, and Crafts Unit	Bargaining Unit Code: LL	
Department: Transportation & Public Facilities	Department Number: 25	
Division: Southcoast Region Highways and Aviation		
Region/Section/Unit: SR H&A, Maintenance and Operations, Southeast District		
Location: Yakutat	Location Code: CSA	
Time Class: Full Time/OMB Authorized	Seasonal Code: FR - Full time regular	Time Class Code: FACL
FLSA Exempt: No	Strike Class: 3	
Position requires possession of a Commercial Drivers License (CDL):		Yes
Position requires possession of, or access to, firearms or ammunition:		Yes

2. Duties

2.1. In one or two sentences, state the main purpose of the position.

Performs airport and highway maintenance at a State maintenance station that includes a rural Part 139 certificated airport. Responsible for maintaining State highways, airports, seaplane floats, bridges, and docks in a safe and fully operable condition for use by the traveling public. Complies with all applicable Federal Highway Administration (FHWA), Federal Aviation Administration (FAA), Transportation Security Administration (TSA), and State of Alaska rules and regulations concerning maintenance and operation of Highways and airports.

This position will utilize various types of light duty equipment to perform maintenance activities in support of State of Alaska mission and maintenance of infrastructure. Use of heavy equipment will be in a training capacity.

2.2. Starting from the most to the least important, list the functional areas assigned to the position. Within each functional area, describe the duty statement associated; estimate the percentage of time spent performing the duties; and define each area as essential (E) or marginal (M).

Functional Area Title: Equipment Inspections & Maintenance		
E/M	% of Time	Duty Statement
E	5 %	To perform pre-trip and post-trip inspections on all equipment/vehicles before and after operation utilizing the equipment checklist provided by the work center. Note abnormalities and damage to equipment/vehicles and turn into SEF Maintenance as appropriate. Note service intervals and turn in as necessary or coordinate with foreman to do so. Perform equipment maintenance as required. This includes performing operator maintenance, adding fluids, keeping vehicles clean, and changing blades as necessary

Functional Area Title: Equipment Operation		
E/M	% of Time	Duty Statement
E	45 %	Winter Operation The incumbent will receive training in the use of the more specialized heavy-duty equipment, and demonstrate competency through the on-going performance of the following duties: Perform snow and ice removal with maintenance station core equipment. The incumbent will be expected to follow established practices utilizing plow/sanders, loaders and occasionally graders with attachments to meet objectives. Become familiar with the techniques, routes, and obstructions to do an effective job. Apply abrasives (sand) as a traction aid and make decisions based on conditions as to where and how much to apply to any given area. Perform snow haul operations. Operate graders, loaders, snow blowers and dozers to incorporate all facets of the operation. Become familiar with the techniques of pulling snow, recognizing obstructions, loading trucks, accountability for contractor trucks and snow dump maintenance to ensure the success of the operation. Operate steam generator with associated attachments to facilitate drainage during the winter and breakup periods. Become familiar with techniques, establish an understanding of the many types of drainage systems, problematic drainage areas and most notably the safe operation of the boiler.

Perform avalanche mitigation support as required. This may include but is not limited to gathering data, manning road closures, assisting with the gun missions, cleaning up debris, maintaining gun mounts and maintaining all other associated items with regards to avalanche mitigation.

Perform maintenance activities that promote a safe winter working environment such as clearing and marking obstructions, marking culverts, and studying routes.

Respond to emergencies as directed by supervisory personnel. This may include but not limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.

Become familiar with and be able to apply practical applications of traffic control commensurate with winter maintenance activities. This includes use of arrowboards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.

Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.

Perform all other duties as assigned.

E 25 %

Summer Operations

The incumbent will receive training in the use of the more specialized heavy-duty equipment, and demonstrate competency through the on-going performance of the following duties:

Set up and operate specific core and duty station equipment proficiently and safely commensurate with grade level.

Perform maintenance on a wide variety of assets and infrastructure to include but not limited to: asphalt surface maintenance and repairs, gravel surface maintenance, methods of compaction, concrete repairs, guardrail, fence, and barricade maintenance, grass/brush cutting, ditch/drainage structure maintenance, sign maintenance, applying pavement markings, dust control, sweeping and landscaping techniques. Become proficient on all equipment, tools, techniques and safety precautions to perform any of the aforementioned activities.

Perform bridge maintenance as required. Become familiar with techniques that involve painting, sand blasting, perform asphalt & concrete repairs, and other structure repairs as deemed necessary. This activity may require an employee to operate some specialty tools and equipment in the performance of this activity. This activity may also include extensive travel during the summer season to accomplish projects.

Respond to emergencies as directed by supervisory personnel. This may include but not limited to road hazards, sinkholes, flooding, debris removal, eradicating windstorm damage and rockslides.

Become familiar with and be able to apply practical applications of traffic control commensurate with summer maintenance activities. This includes use of arrowboards, flagging operations, planning and setting up traffic control for work zones utilizing a wide variety of devices for any number of work details to include snow haul, crack sealing, ditching, and pothole maintenance to name a number of work tasks but is not all-inclusive.

Respond to material spills on occasion; generally as a result of but not limited to a spill or leak from a piece of equipment.

Perform all other duties as assigned.

Functional Area Title: Training

E/M	% of Time	Duty Statement
E	20 %	<p>Attend training as required. A myriad of training exists the employee will participate in. This training will consist of but is not limited to Traffic Control, First Aid/CPR, OSHA, equipment and computer training to name some however the list is not all-inclusive.</p> <p>The incumbent will be expected to train on above-range core equipment utilized to perform snow and ice control. This will be necessary for the maintenance station to meet objectives. The purpose of this training is to prepare for the WG 53 test in accordance with LOA 17-LL-047.</p>

Functional Area Title: Other duties		
E/M	% of Time	Duty Statement
E	5 %	Incumbent may be required to perform other duties and equipment, including those assigned to the lower wage grade, and shop maintenance.

Percentage Total: 100%

3. Other Work Details

3.1. List the computer software and hardware used to perform the duties described. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

General PC software packages (Excel, Word, Internet, E-mail, etc.). Daily.

Internal software packages (Maintenance Management System, etc.) Daily.

PC, fax, copier, telephone, cellular phone, printer. Daily.

Electronic Tapley software – daily during winter months.

Use Maintenance Management System (MMS).

3.2. List the equipment and materials used to perform the duties described, including machinery, tools, instruments, vehicles, etc. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

Light duty vehicles, heavy equipment, including trucks, plows, sanders, loaders, graders, dozers, backhoes, snow blowers, sweepers, distributor trucks, forklifts, ARFF vehicles, tar pots, and associated equipment. Heavy equipment and light duty vehicles are used daily.

Self-contained breathing apparatus. This equipment is used monthly for training and during emergencies.

Friction testers and grip testers, including associated software. Friction testers are used daily during winter operations.

Radios, daily.

Firearms, 3-5 times per week; daily during heavy wildlife activity in spring and summer.

3.3. List the guides and references regularly used to perform the duties described. Examples include federal and state laws and regulations, professional standards, building codes, trade practices, contracts, and policy and procedure manuals. Explain how and why these guides and references are used. Estimate how often each is used (e.g. daily, 2-3 times a week, 1-2 times a month, etc.).

FAA Part 139; FAA Advisory Circulars

TSA Part 1542

Airport Certification Manual

Airport Security Program, Airport Emergency Control Plan

National Fire Code, NFPA, and International Fire Service Training Manual

Alaska Traffic Manual, ADOT&PF Safety Manual, and Material Safety Data Sheets

3.4. Describe the level of authority and independence the incumbent of the position exercises. List the actions the incumbent takes or the decisions the incumbent makes on a regular basis without obtaining prior approval from a higher level employee. For example, explain how the position has the authority to commit the organization, or any parts thereof, to a course of action.

The incumbent will work under the supervision and at the discretion of a foreman/lead however will be able to make decisions on the job and have the independence in some cases to complete the task or work assignment without full or constant supervision. Can make decisions on how to perform assigned tasks, take care of unexpected situations and properly select and use tools and equipment. The incumbent may be asked to be a "lead" or lead co-workers in the completion of a task or maintenance activity.

3.5. Describe the nature of the contacts the incumbent has with other people in order to perform the duties described. Include who is contacted, the reason for the contact, and how often the contact is made.

Daily contact with FAA to report runway conditions.

Contact with the public on a daily basis to assist with their needs.

3.6. Describe the consequence of an error made by a prudent employee in the performance of the essential functions assigned to the position. What is the consequence of that error to individuals, operations, and programs?

An error may result in an unsafe highway or airport. This would require immediate action to correct the error, often requiring additional expenditure of funds and commitment of additional personal services. Errors could also result in damage to equipment or highway or airport infrastructure. Consequences of errors may hinder the completion of work objectives. Errors may also jeopardize the safety of the incumbent, coworkers or the public.

3.7. List critical requirements of the position not previously described (e.g., skills in keyboarding, writing, negotiating, communications, etc.).

The incumbent must have the ability to listen and follow directions. Communication plays a large role in the completion of work objectives. The incumbent must be able to communicate clearly and most specifically using radio systems to communicate with supervisors, leads and coworkers. The incumbent must also be skilled in transmitting positive communication to the general public when called upon or when the occasion presents itself.

Reading, studying, and understanding regulations and procedures

Successful completion of fingerprint based Criminal History Records Check (CHRC)

Successful completion of medical evaluation and fit test for ARFF duties

Ability to possess and handle firearms

3.8. List licenses, certifications, registrations, physical or other standards required by state or federal law or regulation to perform the duties described. Cite the specific authority (e.g. law or regulation, such as the OSHA Bloodborne Pathogens Act).

At time of appointment, incumbent must obtain Class A CDL within six (6) months of hire, and all other terms as outlined in LOA 17-LL-047 (Amended).

If incumbent is being flexed from an Equipment Operator Journey I to and Equipment Operator Journey II, incumbent must have completed all requirements outlined in LOA 17-LL-047 (Amended), including successfully passing the WG 53 testing requirements.

Successfully complete all pre-employment requirements for Commercial Driver's License (CDL) and safety-sensitive positions. This includes background check and pre-employment drug testing. Upon appointment, incumbent is subject to random drug and alcohol testing in accordance with policy.

4. Work Demands

The following identifies some of the physical and mental demands and potential hazards typically encountered by this position. These are job demands which can be ***reasonably anticipated and are an expectation of the job***.

Keeping in mind the essential functional areas and duty statements described in section 2, select the rating that best matches the requirement of this position according to the following descriptions:

Rating **Description**

Not Required (N): Not required of this position.

Present (P): Requirement **is** present, but **is not** essential to the position. (For example, a receptionist may encounter aggressive or angry people, but this is not an essential assignment.)

Occasional (O): Required 33 percent of the time or less **and** essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim; a correctional officer must control aggressive/angry people who are life threatening.)

Frequent (F): Required over 33 percent of the time **and** essential to the position.

Items checked below must be consistent with the duty statements listed in section 2.

4.1 Physical Requirements

Title	Rating			
	N	P	O	F
Sitting				F
Walking				F
Standing				F
Running		P		
Jumping	N			
Bending or twisting				F
Squatting or kneeling				F
Crawling			O	
Reaching above shoulder level				F
Reaching below shoulder level				F
Ascending or descending using a ladder or other conveyance				F
Climbing stairs		P		
Driving cars, light duty trucks				F
Driving heavy duty vehicles				F
Using floor mounted foot controls to operate equipment (e.g., not driving a car)				F
Repetitive motion of hands/fingers (e.g., keyboarding, turning pages)				F
Fine manipulation with fingers				F
Pinching with fingers			O	
Grasping with hand, gripping				F
Load, unload, aim, and fire handguns, shotguns or other firearms				F

Lifting/carrying up to 25 pounds				F
Lifting/carrying 26-50 pounds				F
Lifting/carrying more than 50 pounds			O	
Pushing/pulling up to 25 pounds				F
Pushing/pulling 26-50 pounds				F
Pushing/pulling more than 50 pounds			O	
Balancing on moving surfaces	N			
Balancing on narrow surfaces	N			
Balancing on slippery surfaces		P		
Balancing on uneven surfaces		P		
Restraining/grappling with people in a public protection environment	N			
Seeing objects at a distance				F
Seeing objects peripherally				F
Using depth perception				F
Seeing close work (e.g., typed print)				F
Distinguishing colors				F
Hearing conversations or sounds				F
Hearing via radio or telephone				F
Communicating through speech				F
Communicating by writing/reading			O	
Distinguishing odors by smell		P		
Distinguishing tastes	N			

4.2 Work Environment

Title	Rating			
	N	P	O	F
Work in/exposure to inclement weather				F
Work in/exposure to cold water				F
Work/live in remote field sites		P		
Work in confined areas (under desks, in heating vents, etc.)	N			
Exposure to dust, chemicals, or fumes				F
Exposure to hazardous equipment (e.g., guns, chainsaws, explosives)			O	
Exposure to electrical current (not outlets)		P		
Swimming/scuba diving	N			
Work at heights up to 25 feet (e.g., towers, poles)		P		
Work at heights over 25 feet (e.g., towers, poles)		P		
Work in urban or highway traffic (other than driving)				F
Work around moving machinery or mobile equipment				F
Work around moving mechanical parts				F
Work on and off moving equipment				F
Work on slippery or uneven surfaces				F
Work/travel in boat/small aircraft/helicopters		P		

Exposure to high noise levels				F
Exposure to infection, germs, or contagious diseases (e.g., hospital, lab, clinic, etc.)	N			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids (e.g., hospital, lab, clinic, public protection environment)	N			
Exposure to needles or sharp implements (e.g., hospital, kitchens)	N			
Use of hot equipment (e.g., kitchen ovens, lab equipment)	N			
Exposure to wild/dangerous animals			O	
Exposure to insect bites or stings			O	
Exposure to aggressive/angry people in a public protection environment (e.g.: State Troopers, Correctional Officers, Probation Officer)	N			
Exposure to aggressive/angry people in the work environment		P		

4.3 Other Work Demands

Title	Rating			
	N	P	O	F
There are no other work demands.				

4.4. Explain any special physical, mental, or behavioral requirements of the position that have not already been addressed.

Environmental Conditions and Physical Requirements may consist of and/or exposure to: various traffic conditions, inclement weather conditions, paints and chemicals, moving vehicles, equipment, machinery and tools, vibration, insects and wildlife, noise, dust, mud, and fumes. Medium to heavy physical exertion. Possible exposure by duty station assignment to: risk of avalanche, heights, trenches and steep slopes, water and ice.